



GOVERNOR'S ADVISORY COUNCIL ON AGING

Executive Committee

Meeting Minutes

March 11, 2016

12:00 p.m. – 12:50 p.m.

Arizona Department of Health Services

150 N. 18th Avenue, Room 540

Phoenix, Arizona 85007

Executive Committee Members Present

Becky Brimhall-Lepire (Chair), George A. Evanoff (Secretary), Doyle Meredith, (AICC Chairman) Lisa O'Neill (Vice Chair) and C.T. Wright (Past Chair, LPCC Chairman)

Executive Committee Members Absent

Trudy Schuett

Council Staff Present

Cathy De Lisa

Welcome and call to order

GACA Chair Becky Brimhall-Lepire called the meeting to order at 12:00 p.m. with a welcome.

Review & approval January 8, 2016 draft meeting minutes

Following a call for a review of the January 8, 2016 draft meeting minutes, *George A. Evanoff made a motion to approve the minutes as presented; C.T. Wright seconded the motion; the motion passed unanimously.*

Chair report & discussion

GACA Chair Brimhall-Lepire facilitated a discussion of the following matters.

- *Review of committee/subcommittees & proposed objectives* – The group discussed potential objectives proposed by the Legislative and Policy Coordinating Committee (LPCC) and the Aging in Community Committee (AICC) for the AICC subcommittees. By general consensus, it was recommended that Vice Chair Lisa O'Neill would propose language for the committees' measurable objectives to review ahead of the next meetings then final discussion and action on the measurable objectives would take place at the May meetings.

- *Discussion of GACA's 2016 priorities & measurable outcomes*– GACA Chair Becky Brimhall-Lepire invited Executive Director Cathy De Lisa to share ideas on matching draft 2016 advocacy priorities and measurable outcomes to what “GACA customers” want the Council to do and to do better (more effectively) and faster (more efficiently). Ms. De Lisa referenced support for expansion of the Silver Alert criteria to include Alzheimer’s disease and related disorders as an example. The group also briefly discussed what makes GACA different from other Councils/Commissions.
- *Proposed by-law amendments* – GACA Secretary George A. Evanoff offered ideas for amending the current by-laws to make LPCC, AICC and the Marketing Ad Hoc all standing committees and requested input for the description of the Marketing group. GACA Secretary Evanoff reported he will finish the proposed by-law amendments and present at the May GACA meeting for discussion and further editing. The final proposed language will be posted for 30 days ahead of action to be taken at the July GACA meeting.
- *GACA member engagement report out* – members of the Executive Committee discussed the importance of member engagement, ideas on what to track as engagement and how to track what individual members are doing in support of GACA.

A copy of the 2016 draft priorities and the proposed by-law amendments are available for review at the Governor’s Advisory Council on Aging office.

Staff report & discussion

Executive Director Cathy De Lisa reported on the following:

- 2016 GACA objectives and scorecard reporting – a basic scorecard developed by GACA staff for interoffice tracking was circulated, and Ms. De Lisa discussed how the staff are working to utilize the piece to improve response time to all customer contacts. According to Ms. De Lisa, GACA could simplify the 2015 action plan format, track measurable objectives for 2016 and continue to post the information to the website.
- Logistics for May 19-20, 2016 conference – registrations for the seven attendees was reported as having been completed and GACA members were reminded to share input on lodging with staff. According to Ms. De Lisa, travel claims will be processed by the usual procedure.
- Successes and challenges – examples of successes were shared as well as challenges by the Executive Director. Ms. De Lisa agreed to create a template to help track GACA member engagement and suggested having GACA Secretary and historian George A. Evanoff help write out the purpose of a donations account to assist with sponsorship protocols.

A copy of the draft scorecard is available for review at the Governor’s Advisory Council on Aging office.

Report out & discussion related to Executive Committee - research, training, seminars, workshops, webinars, conferences, best practices, etc.

No information shared.

Adjourn

The GACA Chair adjourned the meeting at 12:42 p.m.

NEXT MEETING: The next Executive Committee meeting is scheduled for May 13, 2016; time and location to be announced by Public Meeting Notice posted at the Governor's Advisory Council on Aging website: <http://govtrans.az.gov/gaca/>. These meetings are open to the public.